



Hawai'i State Foundation on Culture & the Arts  
Artists in the Schools Program  
2013-2014



**PARTNERSHIP GRANT APPLICATION GUIDELINES**

TITLE:	Hawai'i State Foundation on Culture and the Arts (HSFCA) 2013-2014 Artists in the Schools (AITS) Program Partnership Grant
PURPOSE OF THE GRANT:	<ul style="list-style-type: none"> <li>• To provide schools with direct-service residencies focused on the Fine Arts Standards by providing funds to contract teaching artists from the Artistic Teaching Partners Roster (on HSFCA website: <a href="http://hawaii.gov/sfca">http://hawaii.gov/sfca</a>, under Education and on Hawai'i Arts Alliance website: <a href="http://www.hawaiiartsalliance.org">http://www.hawaiiartsalliance.org</a>.)</li> <li>• An AITS residency is a partnership between the school and the teaching artist. Teachers play an active and essential role, participating in planning, follow through with students, professional development, student assessment, and reflection.</li> <li>• Residencies are based on Fine Arts Standards from Department of Education Hawai'i Content and Performance Standards III, and support 21<sup>st</sup> Century learning skills—creativity, critical thinking, communication and collaboration.</li> </ul>
APPLICATION CONTENTS:	<p>Please complete and submit a hard copy of the application. Use templates provided:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> cover sheet,</li> <li><input type="checkbox"/> narrative (5 pg. limit; if narrative more than 5 pages, application will not be considered),</li> <li><input type="checkbox"/> signature page</li> <li><input type="checkbox"/> budget (use spreadsheet provided)</li> </ul> <p>Application forms are available on HSFCA website: <a href="http://hawaii.gov/sfca">http://hawaii.gov/sfca</a> Incomplete applications will not be considered.</p>
APPLICATION DUE DATE:	<p><b>Wednesday, May 1, 2013</b> (postmarked date) to: Vivien Lee, Arts Program Specialist Hawai'i State Foundation on Culture and the Arts 250 South Hotel St., 2<sup>nd</sup> floor Honolulu, Hawai'i 96813      <i>Please do not fax or email application.</i></p>
GRANT PERIOD:	School Year 2013-2014
MAXIMUM AWARD:	<p>Award amount is based on the school's request as outlined in the proposal. <b>\$6,000 is the maximum AITS grant a school may receive.</b> <b>Schools must contribute 10% of the grant amount, in cash (not in-kind), towards residency expenses.</b></p>
ELIGIBILITY:	All Hawai'i public schools, including public charter schools, are eligible to apply.
CONTACT:	<p>Vivien Lee, Arts Program Specialist Hawai'i State Foundation on Culture and the Arts Phone: 586-0768      Email: <a href="mailto:vivien.lee@hawaii.gov">vivien.lee@hawaii.gov</a></p>



**PARTNERSHIP GRANT APPLICATION GUIDELINES**

<p><b>REQUIREMENTS:</b> <i>(applications not meeting these requirements will not be considered)</i></p>	<ul style="list-style-type: none"> <li>• Residency with an Artistic Teaching Partner engages a core group of students for eight or more sessions for elementary schools OR five or more sessions for secondary schools (core group = same group of students for all lessons). Each session is a minimum of 30 minutes for lower elementary, and 45 minutes for upper elementary and above.</li> <li>• In addition to the sessions for students, professional development for teachers, led by the artist, is a required part of the residency. Its purpose is to develop classroom teacher knowledge, skill and confidence in the art form so that the arts may continue after the residency is over. There should be at minimum, a one-hour workshop.</li> <li>• One application form per school only. Multiple artists and art forms are OK, as long as total grant request is not more than \$6000.</li> <li>• Proposed teaching artist(s) must be from current Artistic Teaching Partners Roster.</li> <li>• Signed statements of support (using template provided) from the teaching artist(s), lead teacher and principal must be submitted with the application.</li> <li>• 2013-2014 application form must be used. Applications using forms from previous years will not be considered.</li> <li>• Proposed residency must be for the school day. No after school or summer school programs are eligible.</li> <li>• Anything missing means the application is incomplete. Incomplete applications will not be considered (see App Contents on previous page.)</li> </ul>
<p><b>ADDITIONAL INFORMATION:</b></p>	<ul style="list-style-type: none"> <li>• School should work with the artist to develop and write the application.</li> <li>• Performances or lecture demonstrations may be included as part of the residency and must be related to Fine Arts standards.</li> <li>• Teachers must be present during all residency sessions.</li> <li>• On the Budget page, "Artist Fees" include co-planning time with classroom teachers, and student instruction time.</li> <li>• On the Budget page, for "Ground Transportation," enter either \$50 if total estimated miles driven is less than 200, or \$100 if total is 200 miles or more.</li> <li>• Generally, "non-consumable" supplies such as musical instruments, are not funded. However, if a strong case can be demonstrated for the ability and commitment of teachers to continue using the items beyond the residency, it is possible that such supplies may be funded.</li> <li>• A Final Report and Evaluation of the project is due to the HSFCA thirty days after the end of the residency, or by May 31, 2014, whichever is earlier. Schools failing to submit the Final Report jeopardize their receipt of future AITS grants. All funds must be used by the last day of school instruction in SY2013-2014.</li> <li>• It is strongly suggested that the school principal notify the state representative and state senator from the school's district, in writing, of the receipt of an AITS grant. The notification should thank the legislator for funding the AITS Program through appropriations to the HSFCA, and invite the legislator to observe some part of the AITS residency. A copy of the notification should be sent to Vivien Lee at HSFCA address above (pdf OK.)</li> </ul>



Hawai'i State Foundation on Culture & the Arts  
Artists in the Schools Program  
Residency Grant Application Form



**SAMPLE BUDGET #1**  
**For Total Residency Expenses ≤ \$6,600**  
**BUDGET**

This Excel spreadsheet will automatically calculate subtotals, total expenses and income, and the breakdown between AITS Funds Requested from SFCA and the School Funds. Schools are required to contribute 10% of AITS grants amount, in cash (not in-kind), towards the residency expenses. *The maximum amount schools may request from SFCA is \$6,000.*

Artist Fees: (Cost per Session x Number of Sessions x Number of Classes Participating = Total Expenses)	Cost per Session	# of Sessions	# of Classes Participating	Total Cost
Kindergarten				\$0
Gr. 1				\$0
Gr. 2	\$80	10	3	\$2,400
Gr. 3	\$80	10	3	\$2,400
Gr. 4				\$0
Gr. 5				\$0
Gr. 6				\$0
Gr. 7				\$0
Gr. 8				\$0
Gr. 9				\$0
Gr. 10				\$0
Gr. 11				\$0
Gr. 12				\$0
<b>Subtotal of Artist Fees:</b>				<b>\$4,800</b>
<b>Other Expenses:</b>				
Professional Development for Teachers				
Two 1-hour workshops for Gr. 2-3 teachers				\$200
Supplies (paper, paint brushes, watercolor sets)				\$800
Airfare				
Ground Transportation (\$50 if < 200 mi. total; \$100 if 200 mi. or more)				\$100
Misc				
<b>Subtotal of Other Expenses:</b>				<b>\$1,100</b>
<b>TOTAL RESIDENCY EXPENSES ≤ \$6,600:</b>				<b>\$5,900</b>
<b>If Total Residency Expenses exceed \$6,600, skip to bottom section titled "Special Case Budgets"</b>				
<b>AITS Funds Requested (\$6,000=max. amount):</b>	enter this amount on cover sheet--> if Total Residency Expenses ≤ \$6,600			\$5,364
<b>School Funds (10% of request=required min.):</b>				\$536
<b>TOTAL RESIDENCY INCOME:</b>				<b>\$5,900</b>

***** SPECIAL CASE BUDGETS *****			
<b>TOTAL RESIDENCY EXPENSES &gt; \$6,600:</b>			\$5,900
<b>AITS Funds Requested (\$6,000=max. amount):</b>	enter this amount on cover sheet--> if Total Residency Expenses > \$6,600		\$6,000
<b>School Funds:</b>			\$100
<b>TOTAL RESIDENCY INCOME:</b>			<b>\$5,900</b>

**Ignore Special Case Section**



Hawai'i State Foundation on Culture & the Arts  
Artists in the Schools Program  
Residency Grant Application Form  
2012-2013



**SAMPLE BUDGET #2**  
**For Total Residency Expenses > \$6,600**  
**BUDGET**

This Excel spreadsheet will automatically calculate subtotals, total expenses and income, and the breakdown between AITS Funds Requested from SFCA and the School Funds. Schools are required to contribute 10% of AITS grants amount, in cash (not in-kind), towards the residency expenses. *The maximum amount schools may request from SFCA is \$6,000.*

Artist Fees: (Cost per Session x Number of Sessions x Number of Classes Participating = Total Expenses)	Cost per Session	# of Sessions	# of Classes Participating	Total Cost
Kindergarten				\$0
Gr. 1				\$0
Gr. 2	\$80	10	4	\$3,200
Gr. 3	\$80	10	4	\$3,200
Gr. 4				\$0
Gr. 5				\$0
Gr. 6				\$0
Gr. 7				\$0
Gr. 8				\$0
Gr. 9				\$0
Gr. 10				\$0
Gr. 11				\$0
Gr. 12				\$0
<b>Subtotal of Artist Fees:</b>				<b>\$6,400</b>
<b>Other Expenses:</b>				
Professional Development for Teachers				
Two 1-hour meetings for Gr. 2-3 teachers				\$200
Supplies (paper, paint brushes, watercolor sets)				\$800
Airfare				
Ground Transportation (\$50 if < 200 mi. total; \$100 if 200 mi. or more)				\$100
Misc				
<b>Subtotal of Other Expenses:</b>				<b>\$1,100</b>
<b>TOTAL RESIDENCY EXPENSES ≤ \$6,600:</b>				<b>\$7,500</b>
<b>If Total Residency Expenses exceed \$6,600, skip to bottom section titled "Special Case Budgets"</b>				
AITS Funds Requested (\$6,000=max. amount):	enter this amount on cover sheet-->			\$6,818
School Funds (10% of request=required min.):				\$682
<b>TOTAL RESIDENCY INCOME:</b>				<b>\$7,500</b>

**Skip to Special Case Budget Section**

***** SPECIAL CASE BUDGETS *****			
<b>TOTAL RESIDENCY EXPENSES &gt; \$6,600:</b>			<b>\$7,500</b>
AITS Funds Requested (\$6,000=max. amount):	enter this amount on cover sheet-->		\$6,000
	if Total Residency Expenses > \$6,600		
School Funds:			\$1,500
<b>TOTAL RESIDENCY INCOME:</b>			<b>\$7,500</b>

### Artists in the Schools Application Rating Form 2013-2014

School Name: **SAMPLE**

Panelist's Initials:

Criteria	Max. Points	Your Score	Notes
<b>1. Topic of Residency and Rationale (15%)</b>	<b>15</b>		<i>FYI - This form will be used by the AITS panel to rate the applications. The criteria are linked to the Narrative and Budget questions. Note that the criteria are weighted differently.</i>
<ul style="list-style-type: none"> <li>To what extent is the topic specific, well-defined, and relevant?</li> <li>To what extent will the residency benefit student learning?</li> <li>To what extent is the residency schedule reasonable (number and length of sessions)?</li> </ul>			
<b>2. Fine Arts Benchmarks (5%)</b>	<b>5</b>		
<ul style="list-style-type: none"> <li>To what extent are the benchmarks appropriate for the residency?</li> </ul>			
<b>3. Description of Expected Results (10%)</b>	<b>10</b>		
<ul style="list-style-type: none"> <li>To what extent are the expected results clear and realistic?</li> </ul>			
<b>4. Description of Assessment (10%)</b>	<b>10</b>		
<ul style="list-style-type: none"> <li>To what extent is the example a useful assessment?</li> </ul>			
<b>5. Description of Art Activities (CPR) (15%)</b>	<b>15</b>		
<ul style="list-style-type: none"> <li>To what extent are the activities specific, well-described, and relevant?</li> <li>Are creating, performing/exhibiting/sharing &amp; responding/reflecting involved in a meaningful way?</li> <li>To what extent do the art activities support achievement of the fine arts benchmarks?</li> </ul>			
<b>6. Professional Development for Teachers (10%)</b>	<b>10</b>		
<ul style="list-style-type: none"> <li>Is the professional development provided by the artist?</li> <li>To what extent is the professional development plan specific, well-described, and clear?</li> <li>To what extent does the professional development have the potential to build teachers' capacity in the arts?</li> </ul>			
<b>7. Questions for Teachers (15%)</b>	<b>15</b>		
<ul style="list-style-type: none"> <li>To what extent will the teachers be involved and committed during and after the residency?</li> </ul>			
<b>8. Questions for Principal (15%)</b>	<b>15</b>		
<ul style="list-style-type: none"> <li>To what extent is the principal supportive of arts learning at the school?</li> </ul>			
<b>9. Budget (5%)</b>	<b>5</b>		
<ul style="list-style-type: none"> <li>To what extent are all the activities described in the application included in the Budget?</li> <li>To what extent are all the budget items a wise use of public funds?</li> </ul>			
<b>Please enter your total score:</b>	<b>100</b>		



## **Artists in the Schools Program Partnership Grant Application Sample Answers to Narrative Questions**

### **Question 1: Residency Description**

- **Topic of Residency**

*Example A:* "A Better Place" is a residency that helps children practice skills of communication, fairness and empathy in a safe and creative environment through the use of drama.

*Example B:* Stories of Hawai'i (mo'olelo) often describe important places and events. Children discover stories of place in a unit integrating music, social studies, and language arts. Students explore ways that music connects people to places, and how music can help us understand the environment, history, and culture of Hawai'i.

*Example C:* How can dance translate science? Through action and experimenting, both dance and science understandings evolve, creating new opportunities for learning through hypothesizing (forming a new idea), planning (trying different dance movements), testing (dancing it), collecting data (observing self and each other-giving feedback), and revising.

- **Rationale**

*Example A:* The colors, shapes and textures of the Hawaiian coral reef and wetland ecosystems are inspiring subject matter for creating art. The sequential process of printmaking will require students to plan by using critical thinking and problem solving skills. The collaborative process involved in creating a group mural will also help students develop cooperation and communication skills. Our students benefit from a multi-sensory approach to learning; participation in the arts will enhance their self-confidence.

*Example B:* The children of Hawaii live in a culturally diverse world, and must be able to socialize and interact with each other on a day-to-day basis. Creative Dance helps to erase social boundaries and encourages individuality, which creates successful relationships. Students will experience different cultures through music and dance, which will help to foster tolerance and understanding towards each other.

*Example C:* Our project helps students deepen learning in core subjects by teaching them to observe closely and record their observations as sketches. At the same time, they learn drawing techniques to improve their ability to realistically record what they have observed.

### **Question 3: Expected Results**

*Example A:*

-Students will know the elements of art and principles of design presented in the residency.





-Students will be able to create their own artwork based on information in their sketchbooks, create 3 dimensional forms, show light source through value drawings, and use perspective.

-Students will appreciate how artists, scientists, and writers use reference sketchbooks, and will be proud of theirs.

*Example B:*

-Students will know the tools for identifying story plots, setting, themes and characters.

-Students will be able to use drama strategies to bring a story to life and communicate with their peers.

-Students will appreciate the process of story exploration through dynamic reading, and the many ways that key elements of a story can be told.

**Question 5: Describe art activities and how they will help students achieve the expected results and the benchmarks.**

- **How/what will students create?**

*Example A:* Students will learn drawing skills and the art form of collage. Each student will create a collaged 10-inch by 10-inch “quilt square” based on the Hawaiian quilt motif, using symbols they’ve created. Through a collaborative process, students will assemble a “culture quilt” from their individual quilt squares. Students will learn the meaning of ‘symbol’ and ‘symmetrical balance,’ and that Hawaiian women used both in their quilts (FA.2.1.1 – Use the elements of shape and color and the principles of balance in the art form of collage.) They will also research facts and stories about their family’s culture (SS 2.2.1 – Investigating History of Family.)

*Example B:* The creative process is inherent in all of the residency sessions as students use science concepts they are studying to explore and create simple dances. For example, students create an improvisational movement sequence that represents how rocks, minerals, sand and soil are formed. (FA 4.4.2 – Create simple dances that communicate abstract ideas or feelings.)

- **How will students share/perform/exhibit?**

*Example A:* Students will routinely share their work in a gallery walk in which they observe, describe, interpret, and evaluate their work and that of their classmates. Students’ sketchbooks will be shared amongst students in different classes across the grade levels. This will happen twice between classes. The final artwork will be displayed in the school hallway. This emphasis on sharing will help students achieve one of the expected results: students will be able to plan and execute a finished painting from the initial sketch to the final detail.

*Example B:* Students will create tableaux in small groups then perform them for the rest of the class. Upper elementary students will also share the narration they have created for their tableaux along with verbal improvisation. These opportunities to perform will help students to ‘demonstrate



effective collaboration in creating quality performances and being attentive audience members,' one of the expected results of this residency.

- **How will students respond?**

*Example A:* Students will be introduced to the “observe, describe, interpret, evaluate” process applied to works of art. This process will provide students with the tools and vocabulary necessary for reflecting on their own work, as well as the work of others. The teaching artist using open-ended questioning will guide reflection and response. By doing these things, students will achieve the FA.3.1.4 benchmark - Use visual arts vocabulary to discuss and compare works of art.

*Example B:* Students will be asked to write about their ideas, feelings and learning relative to the lessons in a journal. Assessment rubric generated in class by the students will be used for self-assessment and improvement. These activities will help achieve the expected results enumerated above, specifically: ‘students will be able to self assess their performances in African drumming and dance using a rubric.’

*Example C:* Students will work in groups to create frozen scenarios. As they present their tableaux for the class, classmates are led through inquiry to describe their ‘observable’ aspects—how students are shaping their bodies to show the emotion or action. This leads them to *empathize* and *wonder* about what the characters in the story might be feeling and experiencing. (FA.4.3.1 - Interpret a character’s external motivations.)





## **Teacher Professional Development in the AITS Residency**

What **is** considered professional development?

- Session(s) led by the teaching artist (TA) that builds the teachers' capacity (skills, knowledge, confidence) to use the arts
- Teaching the teachers a do-able strategy they can use multiple times and in multiple ways in the classroom when the TA is not there, preferably one that the TA uses during the residency, e.g. snapshot, echoing, mirroring, how to facilitate a discussion about artwork, etc.
- Teaching the teachers something about the art form, e.g. arts vocabulary, cultural context, historical context, etc. that they can use in the classroom
- Giving teachers ideas and skills for following up with students in-between TA sessions

What **is not** considered professional development?

- TA co-planning time with teacher
- Finding out about the student population (Special Ed, ELL students), the teacher's classroom management protocol, etc.
- Working out the residency schedule
- Discussing the teacher's role in the residency
- Going over what TA is going to do, handing out or explaining lesson plans
- Teachers (merely) participating in and/or observing residency

So, what is expected?

- The TA will lead at least one professional development session for the teachers involved in the residency, minimum of one hour, preferably longer
- More sessions are better if they lead to sustainability, as long as the majority of the residency is direct services to students
- Keep it simple! Leave teachers with one strategy or bit of knowledge they are confident using
- Make sure the application is clear and specific on question of professional development
- Include professional development in the budget



## **Artists in the Schools FAQs**

### **1. What is the history of the Artists in the Schools Program?**

The Artists in the Schools (AITS) Program was started by the Hawaii Dept. of Education (DOE) in SY 1969-1970. It, along with the Artmobile, was authorized after a recommendation by the 1969 Legislature that both new programs be implemented. AITS was allotted \$33,700 of legislatively appropriated funds. The Hawaii State Foundation on Culture and the Arts (HSFCA) provided an additional \$20,000 and was able to arrange for a grant from the National Endowment for the Arts (NEA). The services consisted of performances and lecture-demonstrations by artists.

### **2. What is the AITS Program today?**

In SY 2007-2008, the AITS Program moved from the DOE to the HSFCA. Arts education is one of the HSFCA's Strategic Plan Priorities: "To increase opportunities for arts education and experiences, especially for pre-K-12 grade level students."

All public schools, including charter schools, are eligible to apply for an AITS grant of up to \$6,000 per school. In 2008-2009, the Hawaii Community Foundation began matching HSFCA AITS funds, doubling what was available to schools. The total AITS budget for SY12-13 was \$401,780. Schools must contribute 10% of the grant amount received. They are required to use an artist from the Artistic Teaching Partners Roster to conduct a residency.

### **3. What is an AITS Residency?**

A residency engages a core group of students for 8 or more sessions (elementary), or 5 or more sessions (secondary), in standards based lessons in fine arts—visual arts, dance, drama, music, and literary arts. The emphasis has evolved since 1969, and is now on classroom instruction rather than performances and lecture-demonstrations. The purpose is not only to spark students' awareness of and interest in the arts, but also to develop students' knowledge and skills in the arts. The emphasis is on students *doing* art. Many residencies integrate the arts with other core curriculum. Another purpose is to build, through workshops, mentoring, and/or observation, teachers' capacity to teach the arts.

### **4. What is the grant selection process?**

Application materials are available in February. This year, applications are due May 1, 2013. A panel of arts educators and administrators reads the applications, rates them based on agreed upon criteria, and meets to discuss and make recommendations. After HSFCA Board approval of the recommendations, schools and artists are notified. Residencies must be completed by the end of the school year.

### **5. How many schools and artists received grants in SY12-13?**

- 75 schools (out of 92 applying) received grants = 81%
- 19 (out of 40) ATP Roster individuals worked with granted schools
- 7 (out of 10) ATP Roster organizations worked with granted schools